



**GOVERNMENT OF INDIA
DEPARTMENT OF PUBLICATION
CIVIL LINES, DELHI – 110 054.
Website: www.deptpub.gov.in
Email: acop-dep@nic.in (& pub.dep@nic.in
TEL.: 2381 7823 / 9689 / 3761 / 3762 / 3764 / 3765.
Fax: 2381 7846.**

File No.: 104/3/Dusting, Clean, Pest/2007/Gen.

Date: 10/05/2007

To

**Subject: Tender for Dusting, Cleaning & Pest control for the
Years 2007, 2008 & 2009.**

Sir,

Please find enclosed herewith detailed Tender Notice for the job of Dusting, Cleaning and Pest Control at this Department for the years 2007, 2008 & 2009. You are requested to kindly participate in the Tender Process.

Terms and conditions for participation are mentioned therein in the Tender Notice. For any further information, kindly contact this office at the telephone numbers mentioned above. Tender Form for sale (@ Rs.200/- each) is available at this Department from 14/05/07 to 30/05/07 during working hours and the same may be deposited in the office of the Asstt. Controller (Admn.) on 04/06/07 by 3.00 P.M. The Technical Bids will be opened on the same day at 3.30 PM. Then the Financial Bids of all the qualified bidders will be opened at 4.00 PM.

The Tender Form can also be downloaded from this department's official website i.e. www.deptpub.gov.in and before submission of tender bids, a sum of Rs.200/- should be deposited at the Cash Counter and proof of payment should be indicated in the Tender Form.

Yours faithfully,

Encl.: As above.

(K. Mohan Rao)
Asstt. Controller (Admn.)

TENDER FORM NO.: _____



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TENDER FORM

FOR

**DUSTING, CLEANING & PEST CONTROL
For the years 2007, 2008 & 2009.**

**Date of Submission of Tender Bids: 04/06/2007 Up To 3.00 P.M.
(Technical & Financial Bid)**

Date of Opening of Technical Bid: 04/06/2007 At 3.30 P.M.

Date of Opening of Financial Bid: 04/06/2007 At 4 P.M.

Price Rs. 200/-

Tender form with covering letter of the firm should be submitted. Rates should be quoted for Dusting, Cleaning & Pest Control for Head Office: Department of Publication at Civil Lines, Delhi and Kitab Mahal at Baba Kharag Singh Marg, New Delhi jointly. The instructions mentioned on the following pages should be observed while submitting the Technical / Financial bids, failing to do so may entail the rejection of the tender bids:

1. Full Name & Address of the firm _____
(With Email address, if any) _____

2. Name of the Authorized person _____
3. Telephone & Fax No. _____
4. Sales-tax No. & Date of issue _____
(Photocopy to be enclosed)
5. Income-tax Clearance Certificate (Previous 3 (THREE) Years photocopy)
6. Earnest Money D.D. No. & Date _____
Amount _____
Name of the Bank _____
7. Rate Proposed Rs. _____
(In words: Rupees _____)
8. Receipt No. for Purchase of _____
Tender Form

Signature of Proprietor with stamp of the firm



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“TENDER NOTICE”

Tender regarding management of Publication Stores and Dusting, Cleaning & Pest Control for the Publication Stores of Government of India, Department of Publication, Civil Lines, Delhi including Kitab Mahal, New.

Department of publication, Civil Lines, Delhi is the stockist of all the Government Official publications. These are stored in multistoried store houses in racks and floors located in five large size go-downs measuring 7,869 Square Meter Space. The books are required to be stocked properly and kept absolutely dust free in a similar fashion as stored in libraries. The Controller of Publications, therefore, invites tenders in a sealed cover for contract for the years 2007, 2008 & 2009 for the following works in Technical as well as Financial Bid:-

- (i) Cleaning & sucking of dust, re-arrangement of books in the racks;
- (ii) Anti-termite treatment, treatment particularly for protection of the books from white-ants, insects etc. and other measures of pest control, if needed so;
- (iii) It is to be ensured that it should not have adverse effect on the health and hygienic condition of the staff employed in the stores and the premises is free from pest / dust affect.

2. Interested Firms / Institutions and contractors having ISO accreditation certificate (**Preferably ISO 14001 – 2004**) should send both Technical / Financial Bid in a sealed envelope and it should be duly supercribed as **“Cleaning and Dusting and Stores Maintenance Job”**. The bidders should mention the periodicity of the cleaning and the type of the equipments, number of labourers employed for the job and number of Supervisors which they would engage in such operations. The cleaning of all the stores would have to be done periodically as per the time schedule

fixed by this office from the date of execution of the Contract. All the cleaning operations will have to be certified on regular basis from the authorized officials who are In-charges of the Stores of the Department of Publication and at Kitab Mahal. The periodicity of the cleaning schedule should be followed strictly; otherwise suitable penalty will be imposed on pro-rata basis.

3. The Chemical / pesticides used by the agency should be purchased from reputed concern and ISI marked and / or WHO approved. The chemical used by the company should be in sealed container.

4. The agency providing pest control services should have valid license to stock and use of restricted insecticide for commercial pest control operation. Also the firm should be a member of Indian Pest Control Association and PCAI. In this regard, attested copy of valid membership certificate should be submitted alongwith the offer.

5. Preference will be given to the parties having experience in past of cleaning, sucking and pest control work in Government Department / Government Undertaking for a minimum of continuous ONE year duration.

6. The firm should have valid pest control license issued by a Government body to stock and use restricted insecticides for commercial pest control operations. In this regard, tenderer shall have to submit copy of such license.

7. Necessary certificates duly attested and audited balance sheets duly certified by the Chartered Accountants are to be attached with the tender.

8. The bidders shall be required to furnish earnest money amounting to Rs.20,000/- in Demand Draft / Pay Order / Banker's Cheque in favour of the "**Controller of Publications**" payable at Delhi along with their Technical / Financial bids for our Scrutiny. Tender bids without Earnest Money will not be considered for scrutiny / acceptance. It may be noted that **Personal Cheque** will not be acceptable.

9. Contractor has to ensure satisfactory completion of the jobs of Dusting, Cleaning and Pest Control. These works must be carried out in all the stores at regularly on monthly basis. Failing to complete the works within the stipulated period of one month will render the firm liable to penalty of 2% of the monthly rates besides no payment will be made for that particular month.

10. The successful bidder will be required to deposit 10% of the Contract Value as Security Deposit. In case of non-performance of the Contract as per the Terms & Conditions, the Security Deposit and the Earnest Money will stand forfeited. The Earnest Money will be released to the unsuccessful Bidders after the Contract is finalized and awarded. In case of a Government of India Undertaking, no Security Deposit is required.

11. The Controller of Publications, reserves the right to reject any or all the tenders / quotations without assigning any reason and also does not bind him to accept the lowest quotation only.

12. The interested parties may visit and inspect the publication stores / godowns on any working day from 10.30 A.M. 1.00 P.M. before submitting the tenders. Tender / Quotation for the job should reach by 3.00 P.M. on 04/06/2007 positively. Technical Bids will be opened on the same day i.e. 04.06.2007 at 3.30 P.M. in the presence of the Bidders who would be present on the spot on that day. All those who qualify the technical aspects of the Tender Process, their Financial Bids will be opened on 04/06/2007 at 4.00 P.M. in the presence of the qualifying Bidders who would be present on the spot on that day.

13. The bidders are required to submit Income-tax clearance certificate for past preceding 3 (THREE) years and Sales-tax registration number. However Government of India Undertakings is exempted.

14. It may be noted that in case of contractor backing out in midstream without any explicit consent of this Department, he will be liable to recovery at higher rates, vis-à-vis, those contracted with it, which may have to be incurred by this Department on Dusting, Cleaning & Pest Control for the Publication Stores for the balance period of contract through alternative means. This act of backing out would automatically debar the firm from any further dealing with this Department.

15. A firm black listed by any Government office will not be eligible to participate in this tender. An undertaking to this effect should be given at the time of submitting the tender.

(K. Mohan Rao)
Asstt. Controller (Admn.)